

QUEST FOR RECORDS RETENTION SCHEDULE

To: Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO.

C-4

PAGE
NO. 1

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

DIRECTOR'S OFFICE - PAYROLL SECTION

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1.

WITHHOLDING STATEMENT (U.S. INTERNAL REVENUE SERVICE FORM W-2

This Federal Withholding Tax Form W-2 (3-3/4" x 8") is prepared in quintuplicate by the County. The copies are distributed as follows:

Original (Employee's Copy) Goes to the employee who attaches it to his Federal Income Tax Form for use of the Bureau of Internal Revenue.

1st Copy (Original Employer's Report) This copy is retained in employer's file. (Subject of this schedule item.)

2nd Copy (Director's Copy) This copy is forwarded to the U. S. Director of Internal Revenue.

3rd Copy (Employee's Copy) This copy goes to the employee who attaches it to his State of Maryland Income Tax Return.

4th Copy (Employee's Copy) This copy goes to the employee and is retained by him.

It has been found that the copy retained by the Department (1st Copy) has been useful in answering inquiries for a period of ten years. The forms are bundled by year and alphabetically therein and occupy about 1 cubic for the period 1943 to date. The annual rate of accumulation is 6 linear inches.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

2.

EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE (U.S. INTERNAL REVENUE SERVICE FORM W-4)

This Federal form (4" x 6") card is filled in and certified as to correctness by the employee making the withholding exemption claim.

7. Agency, Division or Bureau Representative

Alex K. Hancock Director of Finance

Signature

Title

APR 6 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

APR 8 1954

Date

Archivist

Morris S. Radulic

APR 13 1954

Date

Secretary

J. Malus

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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The card must be retained as long as the individual remains in the County service for the purpose of withholding the income tax deduction from his salary. When a card is replaced by a new card changing the number of exemptions, the old card is placed in an inactive portion of the file. Cards of former employees are also placed in the inactive file. The cards are filed alphabetically and occupy 1 double drawer (1/2 cubic foot) for the period 1943 to date. About one-half of the total accumulation is inactive. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN IN ACTIVE FILE WHILE CURRENT AND IN INACTIVE FILE FOR THREE YEARS AFTER EMPLOYEE LEAVES COUNTY SERVICE OR CARD IS REPLACED BY NEW CARD AND THEN DESTROY.

3. PERSONNEL FOLDERS

Individual folders for each employee is maintained and contains the following items:

Form No.

- ERS-2 (8 1/2" x 11") Employee's Retirement System Enrollment. (Carbon copy of Enrollment form on file at the Employee's Retirement System, Baltimore.)
- CFB-2 (8 1/2" x 11") Personnel Action Notification.
- CPB-13 (8 1/2" x 11") Appointment Notice.
- No Number (8 1/2" x 11") Changes in Pay Status.
- No. Number (8 1/2" x 11") Occasional correspondence.

Most of these forms originate in and are duplicates of records maintained by the County Personnel Office. The information derived from these records is used primarily for the preparation of the payroll and is required for audit. The folders are arranged alphabetically by name of employee and occupy 3 drawers (1/2 cubic foot) for the period September 1952 (when the file was first established) to date. The annual rate of accumulation is less than 1 linear foot.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SEPARATION OF EMPLOYEE FROM COUNTY SERVICE OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

4. PAYROLL TOTALS

This (8 1/2" x 11") unnumbered form is prepared monthly and shows the total pay for each department for that month. The same information is retained by the Accounting Division in the permanent books of account. This form is used for audit purposes and for reference. It is filed chronologically and occupies 1/2 cubic foot for the period 1948 to date. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER

*Approved
Hall of Records
Commission*

APPROVED BY
BOARD OF PUBLIC WORKS
Date APR 13 1954

Secretary

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Hall of Records
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5.

LEAVE RECORDS

This 5" x 9" card form (CSC-70A) indicates by months the amount and type of leave taken by the individual whose name appears on the card. It is a two-sided form, each side holding one year's leave record. When filled at the end of the second year the card is placed in an inactive file. The cards are filed alphabetically by name of employee (cards for the Police Department employees are maintained separately). They have accumulated 1 linear foot (1/2 cubic foot) since 1949. The annual rate of accumulation is very small.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

6.

APPLICATION FOR LEAVE

This file consists of Form CSC-8 (8 1/2" x 11"), Application For Leave. It is prepared by the employee and indicates the type of leave. In cases of illness requiring a physician's certification, the certification is made on this form. The material is filed by Department and chronologically therein. It occupies 3 linear feet (2 cubic feet) for the years 1948 to date. The annual rate of accumulation is 1/2 linear foot. Approximately 1 cubic foot of material will be destroyed upon approval of this schedule.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7.

PAYROLL VOUCHERS

The unnumbered Payroll Voucher Form (11" x 15") is prepared on IBM equipment for each pay period. There are nine entries per page, each indicating the Department number, employee's number and name, tax class, retirement number and all pay deductions. The voucher is approved and signed by the head of the operating department as authority to make the payment from County funds and should be retained as the permanent record for the authorization. The vouchers are maintained in post-binders by year. Within the binder, they are filed by month, department number and employee number. Since 1948, Payroll Vouchers have accumulated 3 1/2 linear feet (4 cubic feet). The present annual rate of accumulation is a little more than 1 cubic foot per year. An index to the Payroll Vouchers is in the process of being prepared (March 1954).

RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.

*Approved
Hall of Records
Commission*

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Hall of Records
Commission*

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See extension
sheet attached*

APPROVED BY
BOARD OF PUBLIC WORKS

Date APR. 13, 1954

Secretary

1. Requesting Agency

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3
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4. Description of Records

7.

PAYROLL VOUCHERS

A new form to be put into use beginning July 1, 1954 will show the individuals monthly earnings for each year. The information shown on the 5 1/2 x 10 card will be employees name, check number, Department, all deductions (retirement, withholding tax, insurance, miscellaneous), gross pay and net pay. The cards will be posted monthly by IBM equipment from the same IBM payroll deck from which the payroll voucher is also prepared. These cards will be retained for 5 years after the employee leaves the County service.

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APR 13 1954

Date.....

Secretary